

**Leon County Choose Life License Plates  
Grant Program**

**2005/06 GRANT APPLICATION**

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## DESCRIPTION OF THE GRANT PROCESS-PART ONE

### SECTION ONE: INTRODUCTION

During the 1999 legislative session, House Bill 1509 was passed, effectively creating a specialty license plate entitled “Choose Life.” Each county is eligible to receive funds generated from the sale of the specialty license plate within their respective counties. The Department of Highway Safety and Motor Vehicles shall be responsible for dispersing funds due to each county. Counties receiving funding shall allocate these monies according to provisions set forth in Florida Statute 320.08058(30). Subsequently, the Department of Highway Safety and Motor Vehicles will be responsible for monitoring counties’ compliance with the respective legislation.

The statutes mandate that counties distribute funds from “Choose Life” license plate proceeds to non-governmental, not-for-profit agencies that reside within the boundaries of the respective county. Qualifying agencies must provide services that are limited to counseling and meeting the physical needs of pregnant women who are committed to placing their children for adoption. Furthermore, the statute dictates that the County may not distribute funds to any agency that is involved or associated with any pro-abortion activities. Additionally, funds may not be allocated to any agency that charges women for services received. Finally, Florida Statute 320.08062 requires counties to report on its compliance on an annual basis. The level of reporting is respective of the amount of revenue received.

Florida Statute 320.08062 states that all organizational recipients of any specialty license plate annual use fees authorized, not otherwise subject to an annual audit by the Office of Auditor General, shall submit an annual audit of the expenditures of annual use fees and interest earned from these fees. This is to ensure that expenditures are being made in accordance with the specifications outlined by law. The audit shall be prepared by a certified public accountant licensed under chapter 473 at the organizational recipient’s expense.

Reporting of compliance, in accordance with Florida Statute 320.08062, in lieu of an annual audit, any organization receiving less than \$25,000 in proceeds, may annually report (in a format previously approved by the Department of Highway Safety and Motor Vehicles) that such proceeds were used in compliance with the governing statutes. At this time, it is expected that Leon County will receive less than \$25,000.

The “Choose Life” legislation did not establish specific procedures for allocating revenue generated by the sale of the specialty license plates. Therefore, each county is responsible for establishing its own process. In addition, each county must bear the burden of providing its own resources to administer processes associated with the receipt of this revenue.

## **SECTION TWO: DESCRIPTION OF FUND DISTRIBUTION PROCESS**

A Notice of Funding Available will be advertised in the Tallahassee Democrat and the Capital Outlook about potential disbursements to qualifying agencies with a deadline date.

An application is provided for all requesting agencies. The contents of the application will request documentation to support that the agency meet the criteria outlined for this program.

Funds will be distributed evenly to agencies that qualify for this program.

## **SECTION THREE: FUNDING ELIGIBILITY REQUIREMENTS AND CONSTRAINTS**

The statutes mandate that counties distribute funds from "Choose Life" license plate proceeds to non-governmental, not-for-profit agencies that reside within the boundaries of the respective county and:

- 1. Qualifying agencies must provide services that are limited to counseling and meeting the physical needs of pregnant women who are committed to placing their children for adoption.***
- 2. The statute dictates that the County may not distribute funds to any agency that is involved or associated with any pro-abortion activities.***
- 3. Funds may not be allocated to any agency that charges women for services received.***
- 4. Florida Statute 320.08062 requires counties to report on its compliance on an annual basis. The level of reporting is respective of the amount of revenue received.***
- 5. An annual report and audit (per F.S. 320.08062 and Chapter 473) are due to Leon County within 60 days after the end of the fiscal year.***
- 6. Agencies that receive the funds must use at least 70 percent of the funds to provide for the material needs of pregnant women who are committed to placing their children for adoption, including clothing, housing, medical care, food, utilities, and transportation. Such funds may also be expended on infants awaiting placement with adoptive parents.***
- 7. The remaining funds may be used for adoption, counseling, training, or advertising, but may not be used for administrative expenses, legal, or capital expenditures.***

## **SECTION FOUR: GENERAL INSTRUCTIONS FOR SUBMISSION OF APPLICANT PACKET AND CONTACT PERSONS**

No applications will be accepted after 5:00 p.m. on Thursday, September 1, 2005.

***Please make sure your application is date stamped at the time of***

***submission.***

***Provide one original and two copies.***

***If you are applying as a lead agency for a coalition, all agencies in the coalition must also submit an application.***

Return application packets to the following location:

Leon County  
Division of Health & Human Services  
918 Railroad Avenue  
Tallahassee, FL 32310  
(850) 488-7790

STAFF PERSON CAN BE REACHED AT THE FOLLOWING CONTACT NUMBERS:

Frederick Pearson Jr.  
***Human Services Analyst, Leon County***  
Phone Number: 488-7790  
Fax Number: 922-4749  
Email: [pearsonf@leoncountyfl.gov](mailto:pearsonf@leoncountyfl.gov)

SECTION FIVE: SPECIFIC INSTRUCTIONS FOR COMPLETING THE APPLICATION

*Please note, all information presented in Forms 1 through 5 should be based on a fiscal year.*

#### **A. Form One (1) – Organizational Information**

This is the cover page for your application. This form includes overall agency contact information, the legal (corporate) name of your agency, applicable legal requirements and corporate signatures.

#### **B. Form Two (2) - Organizational Representation**

List the agency's clients, Board of Directors, and professional and support staff composition.

#### **C. Form Three (3) - Organizational Overview**

List the overall mission of the agency. Identify goals and objectives accomplished during the agency's current fiscal year as well as goals and objectives your agency projects to accomplish during the upcoming fiscal year.

#### **D. Form Four (4)- Statement of Activities**

Please highlight successful collaborative efforts that your agency has conducted or is presenting participating in during this current fiscal year. Identify agency fund-raising plans such as various activities to generate funds to support the agency and its program delivery structure. Please list all formal grants and in-kind donations.

#### **E. Form Five (5) Program Summary**

Describe the program that will utilize these funds, including types of services provided, how and by whom (staff, volunteers, etc.) they are provided, and any eligibility requirements for clients.

**CHOOSE LIFE LICENSE PLATE GRANT  
APPLICATION - PART TWO**

FORM ONE: ORGANIZATIONAL INFORMATION

AGENCY'S LEGAL  
NAME \_\_\_\_\_

STREET  
ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

FAX NUMBER (\_\_\_\_) \_\_\_\_\_

AGENCY CONTACT : \_\_\_\_\_

E-MAIL ADDRESS  
\_\_\_\_\_

The following are the minimum legal requirements. An agency must meet these criteria to qualify for funding. Please provide the requested information below:

Registration with the U. S. Department of Treasury, Section 501 (c) (3), Internal Revenue Service Code, for exempt status. Tax Exempt # \_\_\_\_\_

Registration with the Florida Department of Agriculture and Consumer Services, pursuant to Chapter 496. F.S. Registration # \_\_\_\_\_

If your organization is exempt, as provided for in section 496.406, F.S., a copy of your exemption letter must be attached to this application.

If your organization is automatically excluded, pursuant to Section 496.403, F.S., check .

Your organization must be registered as a non-profit corporation with the Florida Department of State pursuant to Chapter 617. F.S. Registration # \_\_\_\_\_

If your organization has a physical presence in Florida, you must be registered with the Florida Department of Revenue pursuant to Chapter 212.08. F.S. State Sales Tax Exempt # \_\_\_\_\_

\_\_\_\_\_  
CHIEF VOLUNTEER OFFICER (Board President or Chair Signature Required) DATE

\_\_\_\_\_  
CHIEF PROFESSIONAL OFFICER (Director, Executive Director or President Signature Required) DATE



## FORM TWO: ORGANIZATIONAL REPRESENTATION

Please complete the following grid concerning the composition of your clients, Board of Directors, and staff at the close of the 2004/05 fiscal year.

	Client Composition	Board of Directors	Professional Staff	Support Staff	Total Staff
BY RACE:					
Caucasian					
African American					
American Indian					
Hispanic					
Asian					
Other					
TOTAL:					
BY GENDER:					
Male					
Female					
BY AGE:					
Birth-18					
19-35					
36-55					
Over 55					
TOTAL:					
# persons with disabilities					

## FORM THREE -- ORGANIZATIONAL OVERVIEW

Narratives should be written in a concise manner. If necessary, attach one additional sheet.

1. Please state the agency's overall mission and purpose.
2. Please identify goals and objectives planned for your 2001/02 fiscal year (or current fiscal year).
3. Please identify goals and objectives planned for your 2002/03 fiscal year (or next fiscal year.)

**FORM FOUR: Statement of Activities**

A. Please highlight successful collaborative efforts that your agency has conducted or is presenting participating in during this current fiscal year.

B. Identify FY 2004-05 fund-raising plans to generate funds to support the agency and its program delivery structure.

C. Please list all formal grants and in-kind donations for your most recent completed fiscal year.

D. Do you participate in any pro-abortion activities? Yes \_\_\_\_\_ No \_\_\_\_\_.

E. Do you charge women for services received? Yes \_\_\_\_\_ No \_\_\_\_\_.

## FORM FIVE: PROGRAM SUMMARY

(Complete FORM 5 for each program for which you are requesting funding)

AGENCY NAME:

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PROGRAM NAME:

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PROGRAM SERVICE:

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### A. PROGRAM RESOURCES

PROGRAM RESOURCE INPUT 2004/05 Actual		2005/06 Projected
Total Program Budget	\$	\$
Program Staff (FTE)	#	#
Program Volunteers (value)	\$	\$
Program In-Kind Donations	\$	\$

### B. PROGRAM DESCRIPTION

#### 1. Narrative Description of Program:

Succinctly describe the program including types of services provided, how and by whom (staff, volunteers, etc.) they are provided, and any eligibility requirements for clients.

